

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>		<i>h</i>	<i>i</i>	
<b>1. DOCUMENT CONTROL NO.</b>				<b>CLAS</b>	<b>COPY NO.</b>	<b>DOC. DATE</b>	<b>DOCUMENT TITLE</b>			<b>TC</b>
2. <input type="checkbox"/> DOCUMENTATION				<input type="checkbox"/> TAPES		3. REPLACED DOCUMENT IS TO BE: <input type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED				
4. REMARKS							5. FROM			
6. COPY SENT TO: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J										
7. REPLACES DOCUMENT			8. DATE DISPATCHED		9. REGISTER NO.					
10. DOCUMENT HAS BEEN: <input type="checkbox"/> DESTROYED RETURNED <input type="checkbox"/> RETURNED <input type="checkbox"/> ASSIGNED THIS NEW CONTROL NO.:										
11. DATE		NAME AND GRADE OR TITLE OF RECIPIENT					SIGNATURE			
12. DATE		NAME OF PERSON MAKING DESTRUCTION					SIGNATURE			
13. DATE		NAME OF WITNESS					SIGNATURE			

REQUIREMENT CONTROL SYMBOL AG-569(R1)

**DA FORM 4573, MAR 1982**

EDITION OF NOV 76 IS OBSOLETE

**DOCUMENT CONTROL AND DESTRUCTION CERTIFICATE**

(AR 340-26)

APD LC v1.01

**DOCUMENT CHARGE OUT/RECEIPT RECORD**

DATE OUT/IN	NAME AND GRADE OF RECIPIENT	SIGNATURE

**DA FORM 4573, MAR 1982 (BACK)**

**DA FORM 4573**  
**DOCUMENT CONTROL AND DESTRUCTION CERTIFICATE**  
AR 340-26 (DUPLICATE EMERGENCY FILES PROGRAM)

**Instructions for completing electronic DA Form 4573**(For questions or problems, contact the DEF Records Management NCO at (717) 878-3035, DSN: 988-3035):

**NOTES:**

1. These instructions apply to Army agencies subject to Army Regulation (AR) 340-26, **Duplicate Emergency Files Program**.
2. DA Form 4573 is used for multiple purposes; however, these instructions apply only for transactions **FROM** Army agencies **TO** Duplicate Emergency Files (DEF) depositories. DEF depositories must refer to AR 340-26 for additional instructions on this form.
3. ONLY ITEMS 1-9 NEED TO BE FILLED OUT.
4. A paper copy of every DA Form 4573 transaction must be sent to:

DEFP Records Management NCO  
Rm 1S41, Dept. F.  
Fort Detrick, MD 21719-5029.

**ACRONYMS and DEFINITIONS:**

**COOP - Continuity of Operations Plan.** A plan that ensures essential Department of the Army functions can continue in any national emergency.

Document Control Number - Information contained in Items 1 a - 1c on DA Form 4573 which uniquely identifies a specific duplicate emergency files material within a DEF depository.

**DEF - Duplicate Emergency Files.** Essential regulations, directives, instructions, programs, plans, emergency action procedures, and other documents and materials required for essential functions in a national emergency.

**DSN - Defense Switched Network.**

**MARKS - AR 25-400-2.**The Modern Army Recordkeeping System (MARKS).

**SDRR - Status of Duplicate Records Report.** A database report listing all Duplicate Emergency Files materials located in DEF depositories by agency code and by control number. To obtain a printout of an agency's SDRR for a specific depository, contact the DEF Records Management NCO at (717) 878-3035, DSN: 988-3035.

**GENERAL INSTRUCTIONS:**

1. For Army agencies subject to AR 340-26, FILL OUT ITEMS 1-9.
  2. ALL INFORMATION ON DA FORM 4573 SHALL BE **UNCLASSIFIED**
  3. Fill out one DA Form 4573 for each files material submitted.
  4. Capitalize alpha characters as much as possible.
  5. Mandatory fields are noted.
- Item 1a. - Enter the depository code letter identifying in which DEF depository material is to be filed. Depository code letters should be found in the agency Continuity of Operations Plans (COOP). If unsure, contact the DEF Records Management NCO.

- Item 1b. - In the first two spaces, enter the two digit numeric code designating the agency. Agency codes for Headquarters, Department of the Army (HQDA) are listed below. If your agency is combined within another; use that code. If your agency cannot be identified, or if a new or replacement code is necessary, contact the DEF Records Management NCO.

The next two spaces in Item 1b. are optional alpha characters which an agency can use to effect internal files arrangements (such as dividing branch, division, and directorate materials). **Do not use letters I, O, and Q.**

Agency	Ofc Symbol	Code
Office of the Secretary of the Army	(SASA)	01
Office of the Administrative Assistant to the Secretary of the Army	(SAAA)	02
Office of the Assistant Secretary of the Army (Civil Works)	(SACW)	03
Office of the Chief of Staff, Army	(DACS)	04
Office of the Deputy Chief of Staff for Personnel	(DAPE)	05
Office of the Deputy Chief of Staff for Operations and Plans	(DAMO)	06
Office of the Deputy Chief of Staff for Logistics	(DALO)	07
Office of the Deputy Chief of Staff for Intelligence	(DAMI)	08
All JCS Paper— - ODCSOPS	(DAMO-ZCJ)	09
Office of the Assistant Secretary of the Army (Financial Management and Comptroller)	(SAFM)	11
Office of the Assistant Secretary of the Army (Research, Development, and Acquisition)	(SARD)	12
Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs)	(SAMR)	13
Office of the Chief, Army Reserve	(DAAR)	14
Office of the Chief, National Guard Bureau	(NGB)	15
Office of The Inspector General	(SAIG)	17
Office of The Surgeon General	(DASG)	18
Office of The Judge Advocate General	(DAJA)	19
Office of The General Counsel	(SAGC)	20
U.S. Total Army Personnel Command	(TAPC)	21
Office of the Chief of Chaplains	(DACH)	22
Director of Information Systems for Command, Control, Communications, and Computers	(SAIS)	23
Office of the Chief of Engineers	(DAEN)	24
Office of the Chief, Legislative Liaison	(SALL)	25
Office of the Chief, Public Affairs	(SAPA)	26
Office of the Assistant Chief of Staff for Installation Management	(DAIM)	27
Army Residual Capabilities Assessment Team		29
Office of the Assistant Secretary of the Army (Installations, Logistics, and Environment)	(SAIL)	30
Office of the Director, Single Agency Manager	(SAM)	31
US Army Command and Control Support Agency	(MOCS)	32

- Item 1c. - This is a unique number consisting of five numeric characters which identifies a specific piece of material within each agency. Only one item from any agency will be filed under any number within the same depository.

Refer to the latest copy of the agency's SDRR. If adding brand new DEF material, or if replacing material in its entirety (such as when a revision replaces an obsolete regulation), enter the next available sequential agency number (the eliminated document control number is entered in Item 7). If changing or partially replacing existing material, enter the same number as it appears on the SDRR for that material. If unsure, leave Item 1c blank, it will be completed by the depository.

- Item 1d. - Use for transactions to existing DEF material that does not entirely eliminate the original basic material. Change one will be entered as 01, change two as 02, etc. Refer to the SDRR for current status of Item 1d. If unsure, enter two zeros.

- Item 1e. - Enter the classification of the material. Use the following symbols:
- T - TOP SECRET
  - S - SECRET
  - C - CONFIDENTIAL
  - O - FOR OFFICIAL USE ONLY
  - U - UNCLASSIFIED
- Item 1f. - Enter the document copy number, if any.
- (a) Enter zeros to the left if the copy number is less than three digits.
  - (b) If unsure or if document is not numbered, enter three zeros.
- Item 1g. - Enter the date of the basic material as YYMMDD or YYYYMMDD, whichever is allowable.
- Item 1h. - Enter an UNCLASSIFIED title for the material. Space is limited; if title is long, eliminate unnecessary words and punctuation. Use abbreviations wherever possible. Appendix F in AR 340-26 provides guidance on developing short titles. THIS IS A MANDATORY FIELD.
- Item 1i. - Enter the type of transaction desired:
- A- Addition. Use when a new control number is required. A new control number is required when:
    - Brand new material is added
    - Material replaces existing material entirely. Example: revision to a regulation (enter old control number in Item 7).
  - C - Change to, or partial replacement of, material on file which has an assigned control number. Use this transaction when all or part of basic material remains intact.
  - D - Deletion of material without replacement.
- Item 2 - Place an X in proper box. Use the box marked "TAPES" for anything that is not in paper form.
- Item 3 - Place an X in the proper box to direct the depository to either destroy material being replaced or deleted, or to return it to agency.
- Item 4 - Enter short description of transaction and any additional information not provided for elsewhere. This includes date of change/replacement material, access information for electronic materials, identification numbers (if any), and MARKS (AR 25-400-2) file number.
- Examples
- ADDED ANNEX A DATED YYYYMMDD
  - CHANGE #2 DATED YYYYMMDD
  - REPLACED WITH REVISION DATED YYYYMMDD
  - DELETED DUE TO OBSOLESCENCE
  - MARKS FN: XXX-XX
  - REQUIRES XXXX SOFTWARE VERSION X.X
- Item 5 - Enter the mailing address of the agency from which material is being sent. If space permits, enter point of contact name and telephone/DSN numbers. THIS IS A MANDATORY FIELD.
- Item 6 - Place an X in the box for material being sent to more than one depository. Depository code letters for HQDA depositories may be found in HQDA COOP. If only one box is checked it should be identical to Item 1a.

- Item 7 - Enter the old control number (Items 1a-1c, no spaces) for "A" transactions (Item 1 i) on existing material.
- Item 8 - Enter the date the material is dispatched to the depository, as YYMMDD, or as YYYYMMDD, whichever is allowable.
- Item 9 - Enter appropriate register number if forwarding material via accountable mail, or any courier service, such as Defense Courier Service (DCS).

**MAKE AND DISTRIBUTE COPIES OF DA FORM 4573 AS FOLLOWS:**

**NOTE: Photocopying is allowed for distribution purposes; however, signatures used for accountability or control must be original.**

- |                       |   |   |
|-----------------------|---|---|
| Original and 2 copies | - | Send with the DEF material. After processing, one copy will be returned to the agency as a receipt. Prepare and send an original and 2 copies for each depository receiving material. |
| Copy 3                | - | Send to the MDEFD (if different from above), c/o:<br><br>DEFP Records Management NCO<br>Room 1S41, Dept. F.<br>Fort Detrick, MD 21719-5029  |
| Copy 4                | - | Retain as agency suspense copy.   |